

Systemwide Operations and Planning Advisory Group (SOPAG)

SOPAG Meeting, 2/25/00, Action Minutes

Present: A. Bunting, K. Butter, B. French, M. Heath, B. Hurley, C. Johns, L. Kennedy (LAUC), S. Lessick, L. Millsap, P. Mirsky (Chair), J. Tanno (Recorder)

I. Resource Sharing Committee (RSC) –Proposals:

A. Desktop Delivery via Web Proposal.

Bunting presented the proposal from a subcommittee of the RSC to develop a pilot project to test the feasibility of providing the delivery of articles to the desktop via the Web. SOPAG endorsed the concept of providing desktop delivery of articles as a service centrally supported by the CDL, but would like the subcommittee to revise the proposal to:

1. Include full costing for all campuses and the CDL to participate;
2. Include a member of the CDL on the subcommittee;
3. Investigate what architecture can be supported by the CDL, including the need for modification PIR to support desktop delivery; and
4. Explore fully the staffing and equipment needs for the central site, in consultation with the CDL.

ACTION: Bunting will ask the Subcommittee to prepare a revised proposal in time for SOPAG's next meeting (April 3rd, 2000).

ACTION: With the revised proposal in hand, SOPAG will consider the appointment of an implementation group to develop policies and procedures, including the statistical analysis of use.

B. IAG Packing and Shipping Guidelines.

Alison presented guidelines for Packing and Shipping developed by the RSC's Interlibrary Loan Advisory Group. SOPAG approved the guidelines with the deletion of article 8 under Shipping and Delivery, which pertained to Special Collections.

ACTION: Mirsky will promulgate the approved guidelines. The Heads of Special Collections are in the process of developing recommendations for packing and shipping Special Collections materials, including specifications for rare books and archival boxes.

C. ILL Workshop.

Bunting presented the UC ILL Workshop Proposal developed by the RSC ILL Workshop Planning Committee. SOPAG approved the plan with one minor change: AULs who will be attending the follow-up meeting will be included as part of the "Target Audience," SOPAG discussed the need for developing a model for determining the number of representatives from each campus to attend CDL related workshops.

ACTION: Mirsky will forward the plan to Richard Lucier and request funding for the workshop; campuses will be expected to fund attendance of its representatives.

ACTION: Bunting volunteered to develop a model for determining the number of representatives from each campus to attend CDL workshops.

D. Net Lending.

SOPAG confirmed that cost model, which is being developed by the RSC as a safety net in the event that net lending significantly increases because of the implementation of REQUEST, should address only changes in net lending in comparison with the base year, 1997.

ACTION: Bunting will clarify the charge to the RSC to develop the reimbursement rate for net lending.

II. Digital and Other Preservation Issues.

A. Collaborative Strategies Task Force—Final Report.

Johns presented the final report of the Collaborative Strategies Task Force. SOPAG accepted the report as a working document and the recommendations of the report will inform further planning for archiving print materials in a digital environment. The Task Force's recommendations will be used in developing a proposal for the Mellon Foundation (see below). SOPAG expressed appreciation for the ongoing hard work of the Task Force.

ACTION: The report of the Task Force will be mounted on SOPAG's Website, with minor editorial changes.

ACTION: Mirsky will discharge the Task Force with thanks for a job well done.

Mirsky reported that SLASIAC has endorsed the concept of a pilot project to explore and test strategies for archiving print for licensed digital materials. The Mellon Foundation is interested in funding a pilot project focused on JSTOR materials. Plans are underway to appoint a group to develop a proposal. It is anticipated that the pilot project would begin in January 2001.

B. Digital Preservation and Archiving Committee.

Hurley presented the revised draft of a charge for a Digital Preservation and Archiving Committee. SOPAG endorsed the draft with agreed upon changes. The charge and membership will be presented to the UL's for approval.

ACTION: Hurley will finalize the draft in light of the discussion and SOPAG will send him nominations for the committee's membership.

III. Joint Steering Committee on Collections.

French reported that analysis is underway to provide statistics on the "clicks" on journal titles through CDL's Directory and article links. SOPAG concurred that the following data elements are of interest: monthly reports by "clicks" in descending order, alphabetically by title, and by publisher. Article level links are now current with signed and imminent licenses with 2,700 linked titles. New titles will be linked (Springer, Blackwell, etc.) in the near future. CSU is exploring licensing for the American National Biography and the Oxford English Dictionary for a large academic consortium, which could include UC. The JSC will be meeting with bibliographers and others involved in multi-campus licensing at Berkeley on April 17th.

IV. CDL Related Items.

French reported that the Resource Liaisons are scheduled to meet on March 29th. SOPAG suggested that the meetings be rotated between the north and south each year. Searchlight has been experiencing greater use than anticipated. The Web Design Advisory group is working on

guidelines and criteria which campus contributors can use for the addition of databases to the CDL Directory which are licensed locally by campuses.

The pilot project by which campuses added records for campus-licensed resources to the CDL Directory is complete. The submission guidelines and management interface are being adjusted in response to the pilot. The issue that remains to be addressed is who on campuses will be responsible for contributing and updating records. SOPAG members also expressed interest in batch loading to the Directory from catalog records.

ACTION: SOPAG will be need to identify campus contributors once the criteria for adding licensed resources and the contributor responsibilities are developed.

A. REQUEST.

Butter presented a draft report written by Heath and Tammy Dearie regarding the PIR Team's efforts to develop a needs assessment for Interlibrary Loan which could be used to solicit proposals from vendors to supply consortial borrowing (fulfillment) software. The fulfillment software could also include the capability to delivering articles to the desktop via the Web. Vendor's software will be evaluated in March and it is planned that selected vendors will be asked to demonstrate their software at the ILL Workshop in June. Butter also presented statistics on the use of Request between January and July, 1999.

B. RFP Update.

Tanno and Hurley reported that the RFP process is moving along; comments from the All Campus Groups and the campuses are to be sent to Laine Farley by March 24th. The RFP Steering Committee will be meeting on April 7th to work on finalizing the RFP in light of the input received..

V. All Campus Groups.

A. Collection Development Committee (CDC) Charge.

SOPAG reviewed the draft charge for the CDC.

ACTION: Mirsky will ask the CDC to revise the charge to include the groups reporting to it (Preservation Advisory Group, the University of California Archivists Group, and the Heads of Special Collections Group) and a conceptual description of the bibliographer groups.

B. Metadata Workshops.

Mirsky reported that the CDL will fund the two workshops developed by the Metadata Training Task Group and that Heath and Bob Alan will coordinate them with the help of an implementation committee to be appointed.

VI. Next Meeting.

The date for the next meeting has been changed to April 3rd.

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